

Policy for the Administration of Student Opinion Polls

1. All faculty members must have student opinion polls administered in every course they teach, including pass-fail courses, labs, performance courses, distance-education courses, practica, military courses, courses carrying one semester hour or more of credit, and team-taught courses, but not in courses with one student. The administration is responsible for seeing that all polls are administered and that the appropriate procedures are followed.
2. Students may confidentially notify the appropriate dean or chair if polls are not administered in one of their classes.
3. A question mandated by the South Carolina Commission on Higher Education must appear on all student opinion polls: "Instructor is available outside class for office hours/appointments, or by phone, e-mail, fax, etc."
4. All student opinion polls must use the same evaluation scale.
5. Because faculty members might be able to identify students when reading their handwritten comments, students must be informed that the student opinion poll is not anonymous.
6. Student opinion polls are administered during the regular class time, if there is one, while the professor is out of the room.
7. In standard classes, a student designated by the professor hands out and collects all evaluation materials, reads the standardized instructions for completing the polls, and delivers the completed polls to one of the designated locations.
8. In classes where the instructor and students do not meet in the same room, the opinion polls will be administered following other appropriate procedures.
9. Professors will not receive the results of the polls until after their grades have been turned in to the Registrar.